



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Senior Police Records Specialist</b>
<b>Class Code Number</b>	<b>6080</b>

### General Statement of Duties

Performs assigned clerical and administrative support duties involved in the processing and preparation of Police records; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of assigned general clerical and administrative support duties involved in the preparation and processing of Police records. The work is performed under the supervision and direction of the Police Records Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Police Records Specialist by performing additional administrative tasks and/or more complex records management duties requiring greater programmatic knowledge of the policies and procedures related to the processing of law enforcement documents. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons infected with communicable diseases.

### Examples of Essential Work (Illustrative Only)

- Completes NCIC audits;
- Assembles and compiles information for a variety of complete departmental, state, and other statistical reports, including verifying accuracy and completion of reports, and maintaining accurate files;

- Performs a variety of administrative support and clerical functions, including answering and directing telephone calls and calls for service, distributing departmental mail, performing necessary data entry, responding to and referring public inquiries, maintaining office supplies and equipment, maintaining a variety of filing systems; and transcribing taped statements;
- Serves as court liaison clerk, including collecting and preparing documents for all arrests and citations; forwarding documents to appropriate department, division, and court; indexing a wide variety of violations and notifications; compiling and distributing complaints; and booking information, fingerprint cards, photographs, and other law enforcement reports;
- Maintains and balances a cash drawer, including recording monies received to the appropriate fund(s); preparing paperwork for processing of checks for overpayments, and for collection on returned checks;
- Processes parking citations, revenue, and arbitrations, including verifying accuracy of information, collecting daily revenue, issuing payment receipts, sending delinquent accounts to collections, and updating citation status in computer database;
- Processes registrants for sex, drug, arson, and violent predator crimes, including gathering all necessary paperwork and information, verifying identity and familiarity with current rules and regulations, and updating files as required;
- Computes payroll for all Police department personnel when assigned, including compiling time cards, tracking absences and overtime requests, processing civil subpoena refunds or billings for officer services, and answering payroll or Memorandum of Understanding questions for Police or Finance departmental staff;
- Receives and responds to subpoenas of records and record requests as assigned, including maintaining specific knowledge as to what may be released in accordance with established regulations;
- Performs background checks upon requests for employment purposes;
- Serves as department Call Taker, dispatches units using the computer-aided dispatch system;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Substantial knowledge of applicable Eureka Police Department and City of Eureka codes, policies, and procedures, including the California Vehicle Code, Penal Code, Welfare and Institutions Code, Health and Welfare Code, and the Eureka Municipal Code;
- Substantial knowledge of court procedures, offense code citations, warrants, and state requirements on reporting offenses for criminal tracking;
- Substantial knowledge of modern office methods, practices, and procedures;
- Ability to interpret and apply laws, codes, policies, and procedures related to the processing of law enforcement documents;
- Ability to maintain complete and accurate records and files;

- Ability to operate or quickly learn to operate the California Law Enforcement Telecommunications System (CLEWS/CLETS database);
- Ability to work with individuals from a variety of socioeconomic backgrounds;
- Ability to perform a full range of specialized public safety clerical work with minimal supervision;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Some (one to three years) experience as a Police Records Specialist.

### **Required Special Qualifications**

- Valid Class C California State Driver's license;
- CLETS Certification.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.